

DEPARTMENT OF HISTORIC RESOURCES

Position Vacancy, #00040

Role: General Administration Manager II, PAY BAND 6

Working Title: Director of Administrative Services

Salary: \$54,589 – \$75,000, depending on experience
(Career potential to \$119,455)

Position located in Petersburg

OPEN TO STATE EMPLOYEES ONLY

Responsibilities: Position is responsible for providing executive level planning, direction and management of the agency business and administrative operations which includes budget, fiscal, grants, human resources, procurement, policy and internal controls in the furtherance of the agency core mission. This position also monitors agency appropriations and authorizes adjustments, as necessary; provides budget planning, legislative review for potential administrative impact and proactively plans for legislative or executive policy changes; reviews and ensures that agency accounting structure is properly accounting for agency expenditures; ensures state, federal, and special revenue funds are properly budgeted in accordance with state and federal guidelines. Meets all established deadlines in all fiscal areas and ensures agency operations conform to state and federal policies and procedures. Analyzes grant applications to ensure compliance with requirements and ensures adequate levels of match. Supervises professional HR staff ensuring the agency's human resource functions are in compliance with applicable state and federal guidelines and that the agency needs are met. Supervises professional procurement staff ensuring the agency's purchasing, inventory, FAACS, leases, internal controls conform to applicable state and federal guidelines. Supervises professional IT staff ensuring the agency's information technology functions are in compliance with applicable state and federal guidelines and that the agency needs are met. Serves on the Agency Senior Team and serves as the agency fiscal officer as well as front line administrative manager expected to possess and apply working knowledge of the aforementioned areas.

Qualifications: Graduation from a college or university with major studies in public management, accounting, business administration or related field or an equivalent combination of training and experience. Position requires management level experience including budget/resource analysis, procurement, financial planning and forecasting, grants management or fiscal administration. Extensive experience in public administration and state government operations, desired. Working knowledge of accounting principles, auditing standards, procurement, grants management, public administration and regulatory compliance, preferred. The ideal applicant will have an extensive knowledge of program budget planning, formulation, evaluating and execution. Applicant should have working knowledge of state budget and finance policies, procedures and systems; federal grant management principles and practices; procurement principles and practices; state accounting practices and GAAP; human resource principles and practices; information technology principles and practices; and the legislative process. Demonstrated ability to work effectively in a leadership role with agency management, employees, and legislative committees and communicates effectively (oral and written). The ideal applicant will have experience planning and communicating goals and objectives and achieving measurable progress, including Agency performance measures. A criminal history check and completion of an annual Statement of Economic Interest will be required for the selected applicant

Application Requirements: To be considered for this position you must complete a state application through the on-line employment system at <https://jobs.agencies.virginia.gov> by 5:00 p.m. on **November 14, 2014**. Resumes may be attached but may not substitute for a state application.

EOE M/F/M AND INDIVIDUALS WITH A DISABILITY ARE ENCOURAGED TO APPLY